

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0601***

**FLSA: Exempt**

**CLASSIFICATION TITLE: PLANT MAINTENANCE SUPERVISOR**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory work functions associated with overseeing mechanical, electrical, and instrumentation maintenance of equipment for the city's Interceptor Sewer System.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Implements mechanical, electrical, and instrumentation maintenance plans and procedures for departmental equipment; assists in managing the maintenance section of the Interceptor Sewer System; assists staff in troubleshooting mechanical, electrical, and instrumentation equipment problems.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures departmental adherence to established safety procedures; monitors work environment and use of precautionary safety equipment to ensure safety of employees and other individuals.

Organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Conducts staff training in prescribed mechanical maintenance techniques; conducts cross-training among department positions.

Consults with superintendent, consulting engineers, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Coordinates preventive/corrective maintenance program activities with other department personnel, outside contractors, vendors, or other individuals to minimize downtime of process equipment; ensures availability of equipment for maintenance work.

Ensures appropriate maintenance of departmental equipment; reviews, plans, and revises preventative/corrective maintenance programs and schedules; verifies completion of scheduled maintenance work; follows up on restart of equipment following maintenance activities.

Reviews technical manuals, plans and specifications to identify whether valves, piping, or equipment will be affected by any changes in mechanical maintenance plans and procedures; reports conflicts or makes adjustments as appropriate.

Evaluates effectiveness of maintenance on assigned unit processes through comparative analysis of actual operational conditions and theoretical design conditions.

Assists with startup of new equipment and processes to ensure that equipment will be properly maintained upon acceptance of equipment from contractors/suppliers.

Coordinates, monitors, and inspects maintenance work performed by outside contractors.

Provides input and recommendations regarding improvements in maintenance methods and techniques, impact of changes in maintenance procedures on Interceptor Sewer System, or other related issues.

Designs and builds various parts and equipment to assist in solving mechanical problems.

Directs salvage of assigned equipment and facilities to be abandoned to maximize reuse and minimize repair costs of older equipment.

Monitors inventory of parts, equipment, tools, or supplies; initiates orders for new or replacement materials.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a utility vehicle, cranes, forklift, leak detector, welder, torch, vibration meter, micrometer, amp meter, gauges, electrician tools, mechanic tools, calibration equipment, diagnostic instruments, and drafting instruments.

Oversees general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Assists in developing and implementing departmental budget; monitors expenditures.

Prepares or completes various forms, correspondence, reports, work orders, incident/accident reports, purchase requests, payroll sheets, performance appraisals, and other documents.

Receives various forms, reports, work orders, time sheets, invoices, incident/accident reports, blueprints, diagrams, specifications, manuals, catalogs, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes database, electrical troubleshooting, or other software programs.

Communicates with supervisor, employees, other departments, contractors, consultants, vendors/suppliers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Provides assistance or backup coverage to other employees or departments as needed.

Conducts plant tours as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Associate's degree with course work emphasis in Electrical Maintenance, Mechanical Maintenance, Instrumentation & Control Maintenance, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes mechanical/electrical maintenance and plant maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.